

DIVISION 1 – GENERAL REQUIREMENTS

Section 01310: Coordination and Meetings

SECTION 01310: COORDINATION AND MEETINGS

PART 1 – GENERAL

1.01 CONTACT PERSON

For further information relating to these Specifications please contact:

- A. Prior to Contract Award: Sheila Hardy, City of Bellingham Office of Neighborhoods and Community Development. (360) 676-6880.
- B. After Contract Award: Michael Whelan, P.E. or Peter Hummel, Anchor Environmental, L.L.C., Seattle, Washington. (206) 287-9130.

1.02 MEETINGS

- A. Pre-Construction Conference
 - 1. Prior to the commencement of work at the site, a pre-construction conference will be held at a mutually agreed upon time and place. The conference shall be attended by:
 - a) Contractor and his/her superintendent
 - b) Principal subcontractors
 - c) Representatives of principal suppliers and manufacturers, as appropriate
 - d) Representative of City
 - e) Project Engineer
 - f) Others as requested by Contractor, City, or Engineer
 - 2. Unless previously submitted to Engineer, Contractor shall bring to the conference all required pre-construction submittals.
 - 3. The purpose of the conference is to designate responsible personnel and establish a working relationship. Matters requiring coordination will be discussed and procedures for handling such matters established. The agenda will include:

DIVISION 1 — GENERAL REQUIREMENTS

Section 01310: Coordination and Meetings

- a) Contractor's schedules
 - b) Transmittal, review, and distribution of Contractor's submittals
 - c) Processing applications for payment
 - d) Maintaining record documents
 - e) Critical work sequencing
 - f) Required inspections and approvals
 - g) Communication links and authority for field decisions and change orders
 - h) Use of premises, office and storage areas, security, housekeeping, and Owner's needs
 - i) Major deliveries and priorities
 - j) Contractor's assignments for safety and first aid
4. The City's designated Project Engineer (Engineer) will preside at the conference and arrange for keeping the minutes and distributing the minutes to persons in attendance.

B. Weekly Progress Meetings

The City's Engineer will schedule and administer progress meetings at the Project site at weekly intervals and will prepare agendas with copies for participants, preside at meetings, record minutes, and distribute copies within five working days to Contractor, participants, and affected parties. Contractor shall provide acceptable location and fixtures (tables, chairs, etc.) for weekly progress meetings.

Attendees: In addition to the Engineer and representatives of the City, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress. The Engineer will coordinate attendance at weekly progress meetings with

DIVISION 1 — GENERAL REQUIREMENTS

Section 01310: Coordination and Meetings

Agencies whose attendance is deemed appropriate by the Engineer or the City, or is requested by the Contractor.

Agenda for weekly progress meetings may include the following:

1. Review of minutes of previous meetings.
2. Review of work progress.
3. Field observations, problems, and decisions.
4. Identification of problems that impede planned progress.
5. Review of submittals schedule and status of submittals.
6. Review of off-site fabrication and delivery schedules.
7. Maintenance of progress schedules.
8. Corrective measures to regain projected schedules.
9. Planned progress during succeeding work period.
10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effects of proposed changes on progress schedule and coordination.
13. Health and safety report, including discussions of any incident and how it was addressed.
14. Other business relating to the Work.

All costs of the above-mentioned work shall be incidental to the Contract work.

END SECTION 01310